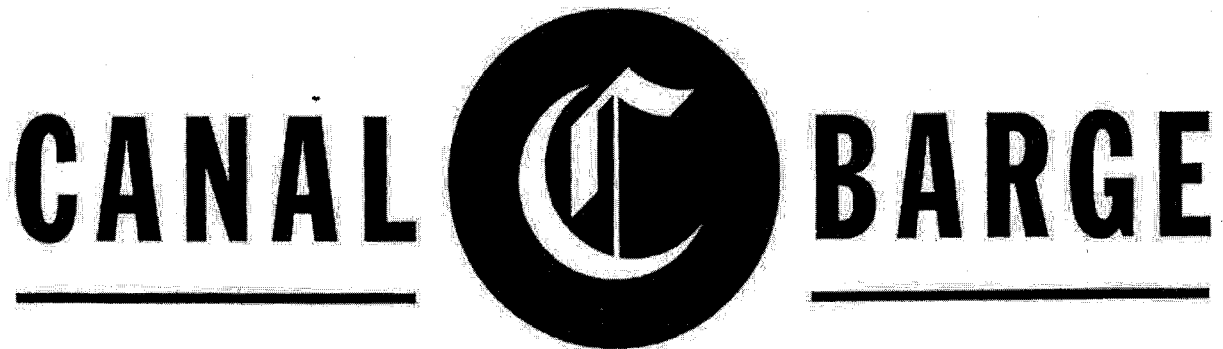


CANAL BARGE COMPANY

3. Canal Barge Company Operations Policies and Procedures Manual Excerpts



Move with confidence

CANAL BARGE COMPANY INC.

**OPERATIONS POLICIES AND
PROCEDURES MANUAL**

2.00 Environmental Policy - Environmental Sensitivities

Environmental Policy - Environmental Sensitivities

1.0 Purpose:

To describe to and inform all employees of the Environmental Policy of Canal Barge Company.

2.0 Responsibility:

All Canal Barge Company employees are responsible for understanding and adhering to the Environmental Policy.

3.0 Scope:

All Canal Barge Company employees

4.0 Environmental Policy

Canal Barge Company's commitment to environmental stewardship runs throughout the organization. We recognize that the waterways we travel are a shared public resource to be preserved for and passed on to future generations. We work continually to eliminate all environmental incidents, reduce wastes, and reduce and/or manage environmental risks and hazards. All Canal Barge Company employees are responsible for supporting Canal Barge Company's environmental policy. Our commitment to continually improve Canal Barge Company's environmental performance is as follows:

1. We will conduct our business in a manner that protects the environment, our employees, our customers, our suppliers and the public.
2. Environmental protection is a priority in the development of our business strategy and in our daily operations.
3. We hold all levels of our workforce responsible for preventing environmental incidents. At Canal Barge Company, environmental protection is everyone's responsibility.
4. Complying with all federal, state, and local regulations concerning the environment is a condition of employment.
5. We train our employees to use work practices and procedures that protect the environment and comply, at all times, with all applicable regulations.
6. We maintain current emergency response plans (updated as needed) so as to achieve maximum preparedness for responding to environmental incidents.

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Prepared by: F. Mancuso	Reviewed by: Management Team	Approved by: Joe Tyson
Effective Date: March 15, 2011		

2.00 Environmental Policy - Environmental Sensitivities

7. We consistently strive to reduce vessel waste and vessel emissions by improving our operating procedures.
8. We work in partnership with our customers and suppliers to safely transport products, manage cargo residues, and clean up wastes associated with the transportation of cargo.
9. We actively collaborate with governmental authorities and other relevant parties in creating responsible environmental policies and procedures.
10. We are proactive and sensitive with regard to public and private sector environmental concerns.
11. We continue to monitor, evaluate and report on our performance as environmental stewards.

Everyone must be involved in order for us to be successful in protecting the environment. Environmental protection is a priority in everything we do. We refuse to take shortcuts in our quest to be effective environmental stewards, even when this may require short-term economic sacrifice.

Environmental Stewardship is Good Business!



H. Merritt Lane, III

Chief Executive Officer

Canal Barge Company, Inc.

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SUBJECT: Environmental Policy	SECTION: Environmental Policy	PAGE: 2 of 2
Prepared by: F. Mancuso	Reviewed by: Management Team	Approved by: Joe Tyson
Effective Date: March 15, 2011		

2.01 Environmental Guidelines and Management

Environmental Guidelines and Management

1.0 Purpose:

To establish uniform guidelines for environmental compliance

2.0 Responsibility:

All Canal Barge Company employees are responsible for complying with these guidelines and applicable environmental laws and regulations.

3.0 Scope:

All Canal Barge Company employees

4.0 Procedure:

4.1 General

Employees should conduct operations in a manner that protects and safeguards the environment. No employee is to willfully violate any environmental law or regulation. Additionally, employees should immediately report to their supervisor and to the Designated Person any action that they believe violates environmental laws or regulations.

No material of any type, liquid or solid, should be disposed of into the water with the exception of bilge water that has been separated to meet the requirements of the Clean Water Act.

4.2 Sewage disposal

Canal Barge Company vessels are equipped with operational Marine Sanitation Devices (MSD) on board.

All human waste should be processed by the MSD. The bypass valve for over board discharge should be maintained in the closed position, chained and locked. Any malfunctioning MSD should be reported immediately to the Port Engineer or Assistant Port Engineer assigned to the vessel.

4.3 Slop Oil

Only slop oil and water should be stored in the slop oil tank for disposal with an approved midstream fuel company or shore side facility. Solvents, cleaners, etc. should not be dumped in the slop oil tank or bilge. Only cleaning agents approved by operations management should be allowed. Contaminated slop oil or bilge water should be disposed of in accordance with applicable regulations.

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2.01 Environmental Guidelines and Management

4.4 Filters

Filters should be thoroughly drained and double bagged for disposal with an approved midstream fuel company or agency. Burning of filters is prohibited.

4.5 Hazardous materials

Hazardous materials such as old paint, solvents, degreasers, etc. should be stored in a sealed, approved container with the contents clearly marked for disposal with an approved midstream fuel company or agency.

Hazardous materials are not to be deposited in the slop tank.

Hazardous waste sent ashore should be entered in the Canal Barge Company Vessel Log Sheet Form Number 11.9 rev. 0 (05)

4.6 Trash and garbage

Solid trash and other garbage should be double bagged for disposal with an approved mid-stream facility. Plastic, cardboard and paper should be separated for recycling.

4.7 Medical and other hazardous waste should be disposed of in accordance with the guidelines laid out in Section 1.27 (Blood borne Pathogens) of this manual.

1. Whenever possible sharps containers and bio hazard bags should be used.
2. When they are not available then sharps should be placed in a hard plastic container such as a food container or milk jug.
3. They should be securely closed, taped shut, and labeled clearly
4. If no bio hazard bags are available, then the material such as contaminated linens, gloves, and contaminated clothing, should be double bagged in sealed, clearly labeled garbage bags.
5. All medical waste should be disposed of properly. In an emergency to make arrangements for disposal of medical waste contact the Manager of Health, Safety and Environmental.

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2.01 Environmental Guidelines and Management

4.8 Universal Waste

Universal waste includes batteries, pesticides, mercury containing equipment (including certain thermostats and certain light bulbs with fluorescent lamps). Such waste should be disposed of as follows:

Batteries:

Used batteries of all types should be stored in a plastic container marked "Used Batteries". The used batteries should be disposed of through an approved mid-stream facility and an entry made in the Waste Disposal Log.

Pesticides:

Pesticides on board CBC vessel should be limited to "over the counter" household grade products in maximum one (1) gallon containers and stored in the original container with label intact. Empty containers should be rinsed of residual product prior to disposal. The container may then be disposed of in accordance with section 4.6 of this procedure.

Mercury Containing Equipment:

Thermostats, switches, manometers and barometers may contain mercury. Such equipment for disposal should be stored in a sealed plastic container marked "Used Equipment Containing Mercury". This waste should be disposed of through an approved mid-stream facility and an entry made in the Waste Disposal Log.

Fluorescent Bulbs:

Used fluorescent bulbs (including compact bulbs) should be marked "used fluorescent bulb". Broken bulbs should be placed in a sealed container for disposal. This waste should be disposed of through an approved mid-stream facility and an entry made in the Waste Disposal Log.

5.0 References

Operations Policies and Procedures Manual

Section 1.27 Blood borne Pathogens

6.0 Documentation

Recyclable materials, universal waste, trash and garbage, medical waste, slops, filters, and hazardous waste sent ashore should be noted on the Canal Barge Company Waste Disposal Log Form Number 2.1 rev. 0 (08)

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7.0 Waste Disposal Log Form Number 2.1 rev 0 (08)

Form Number 2.1 rev 0 (08)

CBC 0022

2.02 Environmental Incident Reporting

Environmental Incident Reporting

1.0 Purpose:

To ensure timely notification is made to federal and local authorities, Canal Barge Company Incident Commander and Qualified Individuals/Emergency Response Team and customer representatives.

2.0 Responsibility:

The Master or Person In Charge is responsible for notifications.

3.0 Scope:

All Canal Barge Company vessels and facilities.

4.0 Procedure:

4.1 General:

It is the responsibility of all employees to report immediately any pollution incidents or spills to the deck. Whenever such occurs or is reported, then the Master or the Pilot on watch will immediately notify the Transportation Services Group (Dispatch) at the New Orleans Office at (504) 581-2424. It is the responsibility of the Transportation Services Group (Dispatch) to notify all other necessary parties.

All such environmental incidents require, in addition to the immediate report to the Transportation Services Group, the appropriate written report completed as soon as reasonably practical. The incident should be noted in the Vessel Log.

When any pollution release or possible release, including small deck spills, occurs call the Transportation Services Group (Dispatching) at the New Orleans Office at (504) 581-2424 and tell the operator "I HAVE ENVIRONMENTAL EMERGENCY" or "I HAVE A NON-EMERGENCY ENVIRONMENTAL INCIDENT."

4.2 Reference:

Vessel Response Plan Section 4

Canal Barge Company Operations Manual

Chapter 9 Visitors and Vessel Security

Chapter 3 Emergency Response Procedures

5.0 References

Canal Barge Company Operations Policies and Procedures Manual:

Section 2.00 Environmental Policies

Section 2.04 Severe Environmental Incident Response Procedures

Section 4.00 Incident Reporting

Section 4.01 Incident, Injury, and Illness reporting.

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2.02 Environmental Incident Reporting

6.0 Documentation

Vessel Oil Spill Incident Reporting Form Number 2.2 rev 0 (05)

Vessel Incident Report Form Number 2.2a rev 0 (05)

7.0 Spill Incident Report Form 2.02

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2.02 Environmental Incident Reporting

☐ Check box if DRILL

Spill Incident Report Form (V.R.P., Section II.F) **Information to be Reported by Voice to the USCG COTP and by** **voice and FAX to the CBC Team Captain/Dispatcher:**

- A. Towing vessel's name: _____
- B. U.S. Flag Tank vessel name/No.: _____
- C. Official No.: _____
- D. Incident date/time: _____
- E. Location (body of water, mile mark; lat/long, facility): _____
- F. Course, speed, intended track of towing vessel: _____
- G. Type of oil or product involved, shipping point and cargo tank numbers:

- H. Nature of incident (grounding, collision, leak, etc.): _____
- I. Injuries and/or deaths: _____
- J. Estimate quality of oil discharged (or of threatened discharge): _____
- K. Provide amount of cargo remaining on the vessel as well as an evaluation of
possible threat of additional discharge : _____
- L. On Scene Weather (WX): _____
- M. Actions taken or planned by persons on-scene: _____
- N. Current (condition of) vessel: _____

Printed Name

Title or Position

Signature

Form Number 2.2 rev 0 (05)

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2.03 Spill Kit and Inventory

Spill Kit and Inventory

1.0 Purpose:

To describe on board spill equipment and the use of this equipment

2.0 Responsibility:

The pilot on watch should supervise compliance with this procedure.

The deck crew should perform the duties required by this procedure.

3.0 Scope:

All Canal Barge Company vessels and tank barges.

4.0 Procedure:

4.1 General

In accordance with United States Coast Guard (USCG) regulations, a spill kit with the following inventory should be kept on the tank barge or at the dock for oil transfers. These kits should be placed and secured on all Canal Barge Company Barges. Two (2) USCG approved spill kits should be maintained on each Canal Barge Company vessel.

Spill kits should only be used in an emergency.

4.2 Inventory

Prior to transfer operations commencing, the Tankerman in charge should verify that the spill kit is present, intact, and accessible with the following inventory:

1. 1 95 gallon overpack drum
2. 1 bale of absorbent pads
3. 1 box of cobra coil
4. Six (6) 8 ft. sections of mini-boom
5. 1 aluminum flat shovel
6. 1 dust pan
7. 2 buckets
8. 2 pair of Hazmat booties
9. 2 Tyvek suits
10. 2 pairs of black pvc gloves
11. 4 pollution bags.

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2.03 Spill Kit and Inventory

5.0 Reference

Vessel Response Plan or SOPEP

6.0 Documentation

None

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2.04 Environmental Incident Response Procedures

Environmental Incident Response Procedures

1.0 Purpose:

To provide guidelines for Canal Barge Company employees for response to Environmental Incidents.

2.0 Responsibilities:

The Master is responsible for response to emergencies. He has the authority and responsibility to act to protect the crew, the environment and company property.

The crew is responsible for carrying out their assigned duties and for following those orders that are given.

3.0 Scope:

All vessels and barges operated by Canal Barge Company.

4.0 Procedure:

4.1 General:

Canal Barge Company emphasizes that it is up to the Master/Pilot on watch to exercise good judgment in directing crew activities in the event of a severe environmental incident. All crewmembers should recognize that each situation is unique and should be responded to appropriately, giving due consideration to personnel and vessel safety.

All decisions concerning an emergency will be guided by the following priorities:

1. First – Safety of Life
2. Second – Protection of the Environment
3. Third – Protection of Canal Barge Company property and the protection of customers' property

4.2 Actions to be taken:

Tankerman/Deck crew:

1. If barges are being transferred, immediately stop transfer using emergency shutdown procedure.
2. Contact the Master/Pilot on watch report the discharge of pollutants.

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2.04 Environmental Incident Response Procedures

Master/Pilot on watch:

1. Use the Canal Barge Company Vessel Response Plan for Cargo Spills to guide operations.
2. Sound the signal for Fire and Emergency. (Rapid ringing of the vessel's bell and continuous ringing of the General Alarm for a period of at least 10 seconds). Crew safety is first priority.
3. Determine if there are any injured personnel.
4. Provide first aid to injured personnel and further safeguard them from injury.
5. Determine source of discharge.
6. Determine if there is any structural damage and the extent of the damage.
7. Take immediate steps to contain or clean up spilled cargo or fuel with the vessel resources at hand consistent with crew safety.
8. Safeguard the vessel(s) from further damage or loss, if possible.

4.3 Notifications:

Master/Pilot on watch

As soon as the crew and vessel are safe from any emergency or incident the Master/Pilot on watch should immediately:

1. Call the Canal Barge Company 24-hour number (504) 581-2424. State "I have a vessel emergency." You should be connected with a dispatcher who should contact the Incident Commander or Q.I./Incident Commander and initiate procedures under this plan.
2. Notify U.S.C.G. C.O.T.P.
3. Record the event in the vessel log.

5.0 References:

Vessel Response Plan

6.0 Documentation:

Canal Barge Company Incident Report Form Number 3.1a rev 0 (05)

Vessel Oil Spill Incident Reporting Form Number 3.0 rev 0 (05)

Official Vessel Log Book Form Number 11.9 rev 0 (05)

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2.05 Marpol Annex VI Compliance

Marpol Annex VI Compliance

1.0 Purpose:

To describe the requirements of Marpol Annex VI that apply to Canal Barge Company vessels and ensure compliance with same.

2.0 Responsibility:

The Master is responsible for complying with Marpol Annex VI.

3.0 Scope:

All Canal Barge Company vessels.

4.0 Procedure:

The United States Coast Guard may board a U.S. flagged vessel of any gross tonnage not engaged on an international voyage and request verification of compliance with Marpol Annex VI. Specific elements of Marpol Annex VI that apply to CBC vessels include.

1. EPA engine emission regulations: For all 2004 and newer model year marine diesel engines a permanent emission control information label must be affixed to the engine. This does not apply to engines manufactured prior to 2004.
2. Fuel oil quality: The sulfur content must not exceed 4.5%. CBC approved mid-stream fuel providers have confirmed their product meets this specification.
3. Ozone Depleting Substances (ODS): Typical ODS that may be aboard vessels include Halon (1211,1301,2402) and CFC (11.12.113.114.115) used for fire suppression systems and refrigeration, respectively.

If one of these substances are aboard your vessel you must ensure the system containing the ODS are free of leakage and was installed prior to May 2005. Additionally, if a system containing ODS has been partially or fully discharged a non-ozone depleting medium should be used to recharge the system.

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Prepared by: F. Mancuso	Reviewed by: Management Team	Approved by: Joe Tyson
Effective Date: May 01, 2013		

2.05 Marpol Annex VI Compliance

4. Safety Management System; CBC is a RCP certified company. Our Safety Management System (RCP) meets the applicable elements for Marpol Annex VI.

5.0 References

CG 543 Policy Letter 09-01

6.0 Documentation

None

TITLE OF PROCEDURE: Operations Policies and Procedures Manual		
Subject: Environmental Policy	Section: Marpol Annex VI Compliance	PAGE: 2 of 2
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Effective Date: May 01, 2013		

2.00 Environmental Policy - Environmental Sensitivities

Environmental Policy - Environmental Sensitivities

1.0 Purpose:

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2.00 Environmental Policy - Environmental Sensitivities

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Chief Executive Officer

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